Downloaded from <https://www.velvetjobs.com/job-descriptions/bi-business-analyst>

# Example of BI Business Analyst Job Description

Our growing company is looking to fill the role of BI business analyst. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for BI business analyst

* Work with reporting SBA, ERP solution architects, functional BI solution architects during design & testing phases to ensure that the right challenges and alignment are in place for a smooth delivery on time and on budget
* Management of the interface with vendors to ensure the right resourcing, technical design and delivery is in place with frequent reviews to ensure fit within the global solution architecture/ model
* Accountable for the design standards of the technology being managed (ETL [BODS, Data Stage ] & Meta Data [HANA, DB2 ])
* Work with internal technical Enterprise Architecture team to define the roadmap of the technology including upgrades, harmonization and manage End of Life actions for technologies as required
* Develops time lines, assigns responsibilities, and monitors and summarizes the progress of projects
* Creates and implements communication and/or education plans
* Delivers project results within constraints of budget and resources
* May lead and direct the work of a project team
* Must be able to design data models and entity relationship diagrams (ERDs)
* Able to design and create ETL packages using SSIS or equivalent

## Qualifications for BI business analyst

* Experience in executing impact assessment activities and remediation execution across a wide range of technology platforms
* Understanding of key finance & accounting concepts including Generally Accepted Accounting Principles (GAAP)
* Knowledge of QuickBase, Monarch a plus
* 3-5 years of professional experience in either a technical (I/T) department or as a liaison between I/T and Finance
* Extensive analytical experience or equivalent business intelligence experience in support of the finance or accounting function
* Minimum 5-7 years of hands on experience as a business analyst on CRM applications